

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

INVESTIGATOR HEALTH CARE ABUSE AND NEGLECT MEDICAID FRAUD CONTROL UNIT

Indianapolis Area

The Indiana Medicaid Fraud Control Unit Investigator investigates patient abuse and/or neglect, theft of patient funds and drug diversion cases. Investigators are responsible for:

- Collecting data/evidence from all available sources
- Obtaining documents such as medical records, patient files, business records and other records to be used as evidence in administrative or judicial proceedings
- Researching/evaluating documentation
- Locating, conducting surveillance of and interviewing witnesses, suspects, and possible expert witnesses in locations throughout the state of Indiana
- Taking photographs, statements, video and audio recordings
- Preparing written and recorded statements and evaluate testimony for credibility
- Preparing comprehensive investigation reports for presentation to a Deputy Attorney General or state or federal prosecutor for criminal referrals
- Assisting the Deputy Attorney General or state or federal prosecutor in preparing the case for court
- Locating and serving subpoenas on witnesses and suspects
- Testifying in criminal and administrative proceedings
- Completing any necessary component of the Indiana Law Enforcement Academy
- Participating in investigator training and performing other work as required.
- Such travel as the assignment of duties may necessitate, usually consisting of frequent trips totaling more than 1000 miles per month, for the following purposes:

Conduct investigations at the business and home locations of Medicaid providers and at the home locations of Medicaid recipients. Traveling to these locations will sometimes require the operation of a vehicle in unanticipated conditions, including mild off-road conditions.

Travel to state offices, jails, police departments, sheriff's departments, courthouses, offices of businesses contracting with healthcare providers, and such other locations as may be necessary for the purpose of obtaining documents, statements, and other evidence necessary to an investigation.

Travel to surveillance locations and conducting surveillance from a vehicle for extended periods of time in all types of weather and at all times of day or night.

Travel to and assist in serving search warrants and seizing evidence at such times as is best for the purposes of the investigation, including times beyond

normal duty hours, and to transport to such sites the supplies and tools, including storage boxes and document scanners, as may be required.

Travel directly from home to the office of a healthcare provider under investigation, to an office of the Medicaid Fraud Control Unit other than the assigned duty station, or to other locations required by an investigation, as may be necessary to the efficient and effective completion of an investigation.

All eligible candidates for this position will make a two-year verbal commitment to the Office of the Indiana Attorney General.

Qualifications The qualified candidate must have a 4-year degree from an accredited college or university, in a criminal justice related field or requisite experience.

Candidate must have a valid Indiana Driver's License and the ability to drive an automobile to locations inside and outside the state of Indiana for work and training purposes. Medical background and computer skills are preferred.

To perform the job successfully, the individual should demonstrate the following competencies:

Analytical-Synthesizes complex or diverse information: collects and researches data.

Problem Solving-Gathers and analyzes information skillfully.

Technical Skills-Pursues training and development opportunities; strives to continuously build knowledge and skills

Interpersonal-Maintains confidentiality.

Oral Communication-Speaks clearly and persuasively in positive or negative situations; listens and gets clarifications; responds well to questions.

Team Work- Balance team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback.

Written communication-Writes clearly and informatively; able to read and interpret written information.

Quality Management-Look for ways to improve and promote quality; demonstrates accuracy and thoroughness; proven case management skills; applies feedback to improve performance; monitors own work to ensure quality; organized; highly motivated.

Ethics-Treats people with respect; follows through on commitments; inspires the trust of others; works with integrity and ethically; uphold organizational values.

Dependability-Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Professionalism- Approaches others in a tactful manner; reacts well under pressure; treats others with consideration regardless of their status or position.